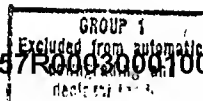


Recommendation No. 11c

Prepare a paper directing Chief, Clerical Staffing Branch to canvass all components of the Agency annually for unclassified work to be performed by clerical employees in process at TAS.

In our discussion of this recommendation the Chief, Clerical Staffing Branch was directed to prepare a draft notice which would achieve the recommendation's purposes. Attached is a draft Headquarters Notice which we propose for publication and distribution to supervisors throughout the Agency. The recommendation refers only to unclassified work, but because of the occasional availability in TAS of cleared clerical personnel, we consider it useful to mention the possibility of accepting some classified work subject to appropriate controls.

SECRET



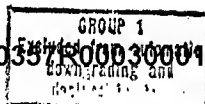
Recommendation No. 11d

Seek professional advice in planning and submit a proposal for improving the decor of the TAS.

We have communicated informally with the Chairman, Fine Arts Commission, concerning the redecoration of the space which CSB will occupy on the third floor of the Ames Building when their pending move is completed. Attached is a list of the suggestions prepared by the Chief, CSB, and her staff. A copy of these suggestions is now in the hands of Mr. [REDACTED] Chairman of the Fine Arts Commission, and he has indicated that we may expect to receive the Commission's advice and suggestions in the near future.

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RECOMMENDATION NO. 14

Initiate prompt action to establish a system insuring positive and continuous control and location of all Official Personnel Files.

1. The attached memorandum for Chief, Control Division from Chief, Transactions and Records Branch outlines the initial review made of administrative control of Official Personnel Files.

2. The following is a summary of actions taken:

a. A semi-annual inventory was reinstituted in June 1971. This inventory is more than half complete. Results prove the inventory to be worthwhile and a further precaution for increased file control. Thus far we have been able to conduct the inventory with present staff.

b. Several Departments and Agencies were consulted as to how they handled the control of their Official Personnel Folders. From this, we consider our handling of folders to be superior to that in those organizations and recommend the adoption of only one feature. We believe that all Official Personnel Folders being requested by officials in the Headquarters area should be picked up in person from the File Room. It is estimated that 85 to 90 percent are picked up in this manner at the present time.

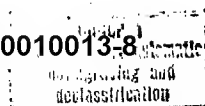
c. Discussions have been held and a requirement levied on the SIRM Group for consideration of an on-line computer control of the Official Personnel Folder.

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d. Attached are drafts of a Headquarters Notice (Tab A) and an OPM (Tab B) calling attention to [REDACTED] "Control and Location of Official Personnel Folders," and emphasizing areas in which difficulties have been encountered in the control of the Official Personnel Folder because of lack of administrative discipline in following the procedures and requirements of that Handbook. The proposed Notice also stipulates that Official Personnel Folders must be picked up in person by Headquarters based personnel and that the Handbook is being changed accordingly.

3. We believe the sum of these actions will substantially improve the control of Official Personnel Folders. With the approval of the Deputy Director for Support we shall process the attached Headquarters Notice and OPM for publication.

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RECOMMENDATION NO. 16

Perform a study of the workload demands upon the Central Processing Branch subsequent to overseas personnel reduction programs such as BALPA and OPRED, to determine manpower needs of the Branch.

1. The BALPA and OPRED reduction programs covered the period December 1967 - June 1970. To get a true picture of the workload changes we are using FY 1967 as the base year for comparison with FY 1968, 1969, 1970 and 1971.

2. We agree that there has been a reduction in PCS personnel processed through CPB as a result of the BALPA and OPRED overseas reduction program. This reduction has been offset somewhat by a rather sizeable increase in TDY travelers, but of considerably more importance are the additional responsibilities added to CPB in the Finance Section as well as the general growth of CPB responsibility in the transportation field. This has resulted in an actual workload increase and is reflected as follows:

a. Transportation Section

(1) In May 1966 the Personal Property Section was transferred from the Office of Logistics to Central Processing Branch followed by the Transportation Division, Office of Logistics being abolished. Since that time there has been a steady increase in responsibilities for information, advice and interpretation of regulations regarding transportation. CPB is looked upon as the "expert" for transportation procedural and policy problems. This expanded counseling service has required an increase in cleared government and industry contacts for up-to-date and available information.

(2) Transportation counseling and processing services started for CIAHS retirees in 1968. This was greatly expanded when the same benefits were extended [REDACTED] in 25X1A April 1971.

(3) Since February 1969 itineraries have been prepared for [REDACTED] assigned to WH area to avoid travel through Miami in an effort to minimize hijacking risks.

25X1C

b. Finance Section: There was a seven percent reduction in statistical actions from 1967 to 1970; however, in anticipation of the BALPA and OPRED programs, the following additional responsibilities were assumed by the Finance Section:

(1) Financial briefing of contract employees under official cover. This briefing follows the same pattern used for Staff Employees on TDY or PCS assignments.

(2) Reimbursement for travel expenses for clerical EOD's. This procedure also requires furnishing the Office of Finance a voucher reflecting these expenditures for tax purposes.

(3) Transfer of Accountability for non-concurrent dependant travel to the field stations. This was formerly done by the area divisions.

(4) Preparation of advances for retirees who are driving via POV to point of retirement.

(5) Certification of advances for operational expenses while in a travel status. Prior to this time, authority was limited to per diem and miscellaneous travel expenses.

(6) Certification of advances for operational expenses while in a travel status. Prior to this time, authority was limited to per diem and miscellaneous travel expenses.

(7) Certification of the Imprest Fund accounting voucher for the Travel Section, CPB. This had been audited and certified in the Office of Finance.

25X1C

(9) The commuted rate procedure was expanded to include FE, NE, and WM areas. While the overall advantages of the commuted rate procedure are many, the additional technical procedure for its implementation has increased the workload in this Section.

c. Documentation Section: Although the total reduction in documentations since 1967 has been light, a careful review was made of this section and it was recommended that one Personnel Processing Assistant, GS-09, retiree, not be replaced. This represented a 20 percent reduction in the professional personnel in this section in the spring of 1971.

3. We have concluded that with the reduction of one GS-09 position, and added responsibilities that require more concentrated effort, more effective use of time and greater knowledge in the transportation field, Central Processing Branch needs the present personnel complement to properly accomplish its mission.

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Excluded from automatic
downgrading and
declassification